

Systems Development Management Specialist
Proposed Grade---GS-15

A. Position Identity

Information Handling System Development Management Specialist (IHSA) DDA, Position 0000. The Systems Development Management Specialist reports to the IHSA and is the lead specialist in the management of and management processes for information handling systems development in the Office of the IHSA (Information Handling Systems Architect).

B. Major Duties

1. Responsible for strategic planning with respect to systems development processes and procedures, and utility-type facilities not specifically assigned elsewhere.
2. Responsible for development of an holistically phased plan for systems development, in conjunction with the general strategic planning effort. Key considerations in the development of this plan include:
 - o Agency-wide resources allocations in the light of priorities and constraints
 - o Technological availabilities
 - o Capitalization on private sector developments for the commercial marketplace
 - o Agency investment requirements to get unique functionalities needed to support specified operational capabilities
 - o Functional interdependence of various projects or functionality developments
3. Responsible for reviewing program development plans for:
 - o Adequacy of planning, including milestones review and configuration management processes
 - o Cost and schedule realism
 - o Conformance with Agency guidance and requirements of prudent management
4. Responsible for Agency's information handling system management procedures and standards. Abstract from the procedures applied in large system development as practiced in DDS&T, NSA, and DoD, to produce guidance documents tailored to the unique needs of

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the Agency as a whole. Incorporate an accommodation to the general Agency requirement to not only manage but contribute to the development in projects involving contracted software developments. Utilize Agency resources, delegating guidance document development where appropriate, but retaining ultimate responsibility.

5. Evaluate prototype efforts for congruency with respect to strategic plans. Considerations relative to prototype effort utility and configuration include:

- o The ability to transfer the prototype functionality to a central system if it proves valid and as useful as projected.
- o The compatibility of the prototype system with the strategic plan relative to the possibility of it becoming a standard, centrally supported component.
- o The implications with respect to the growth of the prototype functionality, such as hardware support and transfer to a central facility.

C. Evaluation Factors

1. Knowledge and Abilities

He must have expert knowledge of processes, procedures, and standards relative to the development of information handling systems. He should have specific knowledge of modern procedures used in the private sector and of DoD mandated procedures.

He must have demonstrated knowledge gained through specific management experience in the development of information handling systems. He must be able to apply that knowledge to strategic planning and to systems design evaluations. In all his analyses, he must be practical in terms of evaluating the functional integration of emerging technology. He must also be able to assess the program planning imperatives created by the interface requirement of new technology.

He must have a demonstrated ability to work well with senior managers. In this context, he must be able to explain simply and lucidly what are the implications of various alternatives. He must be persuasive in presenting the solutions he believes are in the best interest of the Agency, although sometimes they may not be in concurrence with those of users or developers. In all cases, he must be able to accept adverse judgments gracefully.

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2. Difficulty of Work

Able to deal with and report through the Agency's top management decision processes relative to information handling issues. Proper strategic and project planning is highly complex and involves sophisticated processes. The key planning issues and features of the instant plans have to be presented lucidly and succinctly.

In evaluating or developing plans, the Development Management Specialist must be able to identify and focus on the critical path items. In developing plans, he must be able to develop a logical totality from a highly unstructured set of technology and programmatic information. He must be able to identify properly data input support needed and then to structure effectively the preferred allocation of resources to deal with it.

Able to effectively structure, charge, and guide analytic efforts. In the process, he will formulate the statement of work and structure an effective effort within prescribed limitations of time and scope. In most instances, this will require a high level of management as well as technical expertise; the time and scope will generally be sharply constrained to meet the exigencies of decision data, top-level inquiries, and program planning submittals. There must be knowledgeable and effective review of the work in progress and results. The results summarization must be clear and concise, focusing top-management's attention on the central issues or results.

4. Personal Relationships

The position of Development Management Specialist requires broad contact with experts and senior managers throughout the Agency and Community. The contacts will involve discussions of requirements, discussions of alternative approaches, and long-range implications of alternatives, and coordination of activities. Matters of discussion will frequently be controversial. The incumbent's role with external contacts will require tact and persuasiveness.

Internally, the Development Management Specialist will be responsible for time-shared project plans analyses and the development of the architecture of strategic plans. He will harmoniously integrate the various functionality developments into the architecture of the plan. He must have the self-confidence to seek and incorporate into his analyses and planning the best technical advice and analysis available.

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5. Supervision and Guidance Required

The Development Management Specialist receives his assignments and initiating guidance from the IHSA, including resources and priorities. In general, his assignments will be oral, and he will have occasional discussions with the IHSA or the Deputy to discuss progress and problems. He will act independently in executing his assignments.

His performance will be evaluated upon: the acceptance of plans and recommendations by senior Agency management, the degree to which the incumbent maintains good personal relationships with the Agency's technical leaders involved in his area, the effectiveness with which he functions at a systems level, and the management expertise displayed in developing strategic plans and policy.

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